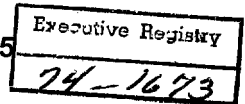


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ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS

P. O. BOX 89, WASHINGTON, D. C. 20044

May 23, 1974

Honorable Vernon A. Walters
Deputy Director
Central Intelligence Agency
Washington, DC 20505

Dear General Walters:

Each year the Federal Paperwork Management Awards Program recognizes individuals and groups who have made significant improvements or contributions to the management or control of paperwork systems and records within the Federal Government.

The Washington Chapter of the Association of Records Executives and Administrators (AREA) is pleased to sponsor this, the tenth annual awards program, in cooperation with the National Archives and Records Service of GSA and with the endorsement of the U. S. Civil Service Commission. This is the seventh continuous year of the sponsorship of this program by AREA.

We feel that your agency probably has several potential recipients of these awards. Your assistance is requested again this year in nominating deserving individuals or groups. Please nominate an individual or group qualifying in accordance with the detailed guidelines attached and send your recommendation to us by August 1, 1974.

Because of his active involvement in your agency's paperwork improvement programs, your agency records management officer may prove to be very helpful in suggesting recipients to be considered. In some cases, such individuals may be deserving of consideration for one of these awards.

Your timely response will greatly assist us in preparing an outstanding program again this year. Thank you!

Sincerely,

BENJAMIN F. OLIVER
Washington Chapter President

Enclosure

Tenth Annual
FEDERAL PAPERWORK MANAGEMENT AWARDS
Sponsored by
Washington Chapter of the
ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS (AREA)

These awards are officially sanctioned by the U. S. Civil Service Commission and are among those most prized by Federal employees. The National Archives and Records Service of the General Services Administration serves as the coordinating organization for the Federal Government. Highlights are released to the news media by national press services.

PURPOSE

The primary purpose of these awards is to honor and publicize the achievements of those Federal employees who have demonstrated outstanding leadership, ingenuity, and professional excellence in designing, promoting, or managing effective systems or programs that contribute significantly to improved Federal paperwork efficiency or cost reduction.

NATURE OF AWARD

Individually inscribed plaques are presented to those who are responsible for exceptional achievements. Individual and group citations are awarded for special or outstanding contributions to paperwork efficiency or reduction.

ELIGIBILITY

All employees in the Legislative, Judicial, and Executive branches of the Federal Government are eligible if they are directly involved in the activities outlined hereafter. Each department, major agency, or service, or independent agency in the Executive Branch is encouraged to submit an individual or group nomination. Individual Legislative and Judicial units are also invited to submit nominations.

BASIS OF EVALUATION

Paperwork, as related to these awards, covers the entire spectrum of information and records management activities involved in the creation, flow, use, preservation, and disposition of all types of information and records. The management of records includes various methods and media for information control, storage, and retrieval including systems involving microminuturization, automation, and other technologies.

A special awards board, appointed by AREA, will review all nominations and decide who will receive plaques and citations.

The basic evaluation criteria used are as follows:

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1. Relationship of the improvement to paperwork management.
 2. Results in terms of better service as well as quantifiable and non-quantifiable savings and benefits.
 3. Scope: Adaptability elsewhere or number of offices benefitted.

4. Impact of accomplishment internally and externally.
5. Ingenuity involved.
6. Independence of effort.

NOMINATION PROCEDURES

Please submit a signed original and three copies consisting of the following:

1. Biographical Sketch of Nominee(s): A brief statement is needed to relate the background, experience, and education of the nominee(s) to the content and significance of the accomplishment described.
2. Description of Accomplishment: Describe concisely in specific terms (three pages or less) the work or contribution for which the nomination is being submitted. The period covered by the accomplishment need not be limited to the current year. However, the basis for the nomination should reflect current or relatively recent work or results, rather than overall duties performed over a long period of years.
3. Digest: Summarize the highlights and benefits of the accomplishment. (Limit this digest to two paragraphs suitable for inclusion in the official program.)

DEADLINE

Nominations must be received on or before August 1, 1974. Please mail them to:

AREA AWARDS COMMITTEE
Association of Records
Executives and Administrators
P. O. Box 89
Washington, D. C. 20044.

PRESENTATION OF AWARDS

Awards will be presented at a luncheon scheduled at the Twin Bridges Marriott Motor Hotel on Wednesday, October 23, 1974 in the Persian Room at 12 Noon.

All recipients of plaques and citations, together with their guest and agency representative, will receive complimentary tickets from AREA to attend the official awards luncheon.

The entire Government community and representatives of professional organizations, state and local governments, and private industry will also be invited to participate.

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